



# Superior Court of the State of California County of Kings

1426 South Drive, Hanford, CA 93230  
(559) 582-1010 Extension 5020

## **JOB OPENING**

**Court Automation Analyst I**      **Annual Salary: \$59,800 - \$80,121 DOQ**  
**Court Automation Analyst II**      **Annual Salary: \$62,774 - \$84,136 DOQ**  
**Court Automation Analyst III**      **Annual Salary: \$67,496 - \$90,438 DOQ**

### **Job Opportunity**

The Superior Court of California, County of Kings, has a Full-time opening for a Court Automation Analyst I/II/III Depending On Qualifications (DOQ). This position is located in Hanford, California but may include travel outside of Kings County for training, meetings and/or conferences.

### **About the Position**

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this job series. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification series.

Procures, installs, maintains and supports computer automation equipment (i.e. personal computers, printers, audio-visual equipment, etc.); participates in consultations with user departments to identify office automation problems, determine needs, recommend and develop solutions; conducts feasibility studies to determine applicability of automated office systems; participates in product evaluations and prepares recommendations regarding hardware and software purchase and utilization; provides user departments with technical support in microcomputer usage and standards, and audio/visual equipment, and prepares reports. Supports and maintains the network which would include e-mail, Website software, all server hardware and software as it pertains to jury, legal research and other software. Provides user divisions with technical support in microcomputer usage and standards; installs, troubleshoots and performs minor repairs on office automation equipment. Provides technical support to the Court's phone system and audio/visual needs. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.) Performs all other related duties as assigned by the Court Executive Officer

### **Minimum Qualifications**

#### **Education:**

#### **Court Automation Analyst I:**

Possession of High School diploma or G.E.D. Completion of two years (60 semester units) of accredited college coursework with a major in data processing, computer science or a related field.



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**Court Automation Analyst II:** Same as Court Automation Analyst I.

**Court Automation Analyst III:**

Possession of High School Diploma or G.E.D. Completion of two years (60 semester units) of accredited college coursework with a major in data processing, computer science or a related field. (Experience in the analysis, design or implementation of automated office systems may substitute for the required education on a year-for-year basis.)

**Experience:**

**Court Automation Analyst I:**

Two years of full-time paid work experience equivalent to that gained as a Court Automation Analyst or other related classification in the analysis, design or implementation of automated systems

**Substitution:** Additional relevant full-time experience may be substituted for the accredited college coursework on a year-for-year basis as deemed acceptable by the Court Executive Officer.

**OR**

Any combination of relevant experience and/or education that would demonstrate that the individual possesses the necessary knowledge, skills and abilities listed above as determined by the Court Executive Officer.

**Court Automation Analyst II:**

Three years of full-time paid work experience equivalent to that gained as a Court Automation Analyst or other related classification in the analysis, design or implementation of automated systems.

**Substitution:** Additional relevant full-time experience may be substituted for the accredited college coursework on a year-for-year basis as deemed acceptable by the Court Executive Officer.

**OR**

Any combination of relevant experience and/or education that would demonstrate that the individual possesses the necessary knowledge, skills and abilities listed above as determined by the Court Executive Officer.

**Court Automation Analyst III:**

A minimum of Five (5) years of full-time paid work experience equivalent to that gained as a Court Automation Analyst or other related classification with increasingly responsible experience in the analysis, design or implementation of automated office systems, network infrastructures and telephone systems.



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OR

Any combination of relevant experience and/or education that would demonstrate that the individual possesses the necessary knowledge, skills and abilities listed above as determined by the Court Executive Officer.

**Special Requirements**

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and regular TB testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to forty (40) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel will be required outside of Kings County for outlying court work site visits, attend meetings, conferences, and trainings.

**Benefits:**

The Court offers a benefit package to its regular full-time (pro-rated if not hired at the beginning of the plan year) which include 12 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. A Retirement Plan [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided.

**Closing Date:**

***Open until filled.***

Application materials must be submitted in person or by mail by the filing due date A resume or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov). For further information or to receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,  
County of Kings  
Attn: Human Resources Division  
1426 South Drive  
Hanford, CA 93230  
(559) 582-1010 Extension 5021  
[www.kings.courts.ca.gov](http://www.kings.courts.ca.gov)

**EOE/AA Employer**



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***[This is not an offer of employment by the County of Kings or State of California]***